

**PROTECTION OF PERSONAL INFORMATION NOTICE**

- ❖ We understand that your personal information is important to you and that you may be apprehensive about disclosing it. Your privacy is just as important to us and we are committed to safeguarding and processing your information in a lawful manner.
- ❖ We also want to make sure that you understand how and for what purpose we process your information. If for any reason you think that your information is not processed in a correct manner, or that your information is being used for a purpose other than that for what it was originally intended, you can contact our Information Officer.
- ❖ You can request access to the information we hold about you at any time and if you think we have outdated information, please request us to update or correct it.

**Our Information Officer Details**

<b>Name:</b>	Iain Wardhaugh
<b>Contact Number:</b>	083 234 0454
<b>Email Address:</b>	iain@virgonomics.co.za

**A. Purpose for Processing your Information:**

We process (collect, hold, use and disclose) your personal information mainly to provide you with access to the services and products that we provide. We will only process your information for a purpose you would reasonably expect, including:

- ❖ Providing you with advice, products and services that suit your needs as requested.
- ❖ To verify your identity.
- ❖ To resolve any queries with SARS related to your tax products.
- ❖ To notify you of new products or developments that may be of interest to you.
- ❖ To confirm, verify and update your details.
- ❖ To comply with any legal and regulatory requirements.

Some of your information that we hold may include, your first and last name, identity number, email address, a home, postal or other physical address, other contact information, your title, birth date, gender, marital status, details of a driving license, occupation, qualifications, past employment, residency status, your investments, assets, liabilities, insurance, income, expenditure, family history, medical information, telephone recordings of conversations, emails, your banking details, tax numbers and other investigations (including reports and photos).

**B. Consent to Share and Disclose your Personal Information:**

- ❖ We may need to share your information to provide advice, reports, analyses, products, or services that you have requested.
- ❖ Where we share your information, we will take all precautions to ensure that the third party will treat your information with the same level of protection as required by us. Your information may be hosted on servers managed by a third-party service provider, which may be located outside of South Africa.

**C. I hereby authorise and consent to Virgonomics sharing and disclosing my personal information to the following Third Parties:**

- ❖ SARS – South African Revenue Services
- ❖ Sage Business Cloud Accounting
- ❖ Paste Accounting & Payroll
- ❖ IT Providers
- ❖ Regulators & Compliance Officer (Internal & External)

❖ Credit Agencies

#### **D. What is the POPIA**

The Protection of Personal Information Act (POPIA) is the comprehensive data protection legislation that obliges organisations to deal with the processing of personal information by applying specific principles and conditions. POPIA deals with your constitutional right to privacy and the right to access of information. POPIA was signed into law by our President on 1 July 2020 to be effective by 1 July 2021 and much work has taken place behind the scenes in preparation for this deadline.

#### **E. Virgonomics Privacy Notice on our website**

Our Privacy Notice provides the details of how we deal with the personal information of our clients and it is available on our website at the following address: <https://www.virgonomics.co.za>

#### **F. Consent to Virgonomics**

The consent to use your personal information is automatically granted to Virgonomics CC. If you disagree with any of our policies or would like to make changes to how we use your information, please contact our information office at [iain@virgonomics.co.za](mailto:iain@virgonomics.co.za)